



Solicitation Information
January 7, 2013

RFP # 7459227

TITLE: ARRA - Develop and Support Effective Early Childhood Assessment

Submission Deadline: February 6, 2013 at 10:00 AM (EST)

Questions concerning this solicitation may be e-mailed to the Division of Purchases at gail.walsh@purchasing.ri.gov **no later than January 22, 2013 at 12 Noon.**

Questions should be submitted in *a Microsoft Word attachment*. Please reference the RFP / LOI # on all correspondence. Questions received, if any, will be posted on the Internet as an addendum to this solicitation. It is the responsibility of all interested parties to download this information.

SURETY REQUIRED: No

BOND REQUIRED: No

Gail Walsh
State of Rhode Island
Division of Purchases

Vendors must register on-line at the State Purchasing Website at www.purchasing.ri.gov.

NOTE TO VENDORS:

Offers received without the entire completed three-page RIVP Generated Bidder Certification Form attached may result in disqualification.

THIS PAGE IS NOT A BIDDER CERTIFICATION FORM

RFP #7459227
REQUEST for PROPOSALS
Developing & Supporting Effective Early Childhood Assessment

The Rhode Island Department of Administration, Division of Purchases, on behalf of the Rhode Island Department of Education (RIDE) is requesting proposals from qualified vendors to develop and implement a variety of professional development opportunities focused on early childhood assessment, in accordance with the terms of this solicitation.

INSTRUCTIONS AND NOTIFICATIONS TO OFFERORS:

Potential offerors are advised to review all sections of this Request carefully and to follow instructions completely, as failure to make a complete submission as described elsewhere herein may result in rejection of the proposal.

Alternative approaches and/or methodologies to accomplish the desired or intended results of this procurement are solicited. However, proposals which depart from or materially alter the terms, requirements, or scope of work defined by this Request will be rejected as being non-responsive.

All costs associated with developing or submitting a proposal in response to this Request, or to provide oral or written clarification of its content, shall be borne by the offeror. The State assumes no responsibility for these costs.

Proposals are considered to be irrevocable for a period of not less than sixty (60) days following the opening date, and may not be withdrawn, except with the express written permission of the Commissioner.

All pricing submitted will be considered to be firm and fixed unless otherwise indicated herein.

Proposals misdirected to other State locations or which are otherwise not present at RIDE at the time of opening for any cause will be determined to be late and may not be considered. The "Official" time clock is in the reception area of the Division of Purchases.

In accordance with Title 7, Chapter 1.1 of the General Laws of Rhode Island, no foreign corporation shall have the right to transact business in the state until it shall have procured a Certificate of Authority to do so from the Rhode Island Secretary of State (401-222-3040). *This will be a requirement only of the successful bidder (s).*

Offerors are advised that all materials submitted to RIDE for consideration in response to this Request for Proposals will be considered to be public records, as defined in Title 38 Chapter 2 of the Rhode Island General Laws.

Also, Submitters should be aware of the State's MBE requirements, which addresses the State's goal of ten per cent (10%) participation by MBE's in all State procurements. For further information, contact the State MBE Administrator at (401) 574-8253 or charles.newton@doa.ri.gov. Visit the website <http://www.mbe.ri.gov>.

Interested parties are instructed to peruse the Division of Purchases website on a regular basis, as additional information relating to this solicitation may be released in the form of an addendum to this RFP.

Equal Employment Opportunity (RIGL 28-5.1)

§ 28-5.1-1 Declaration of policy. – (a) Equal opportunity and affirmative action toward its achievement is the policy of all units of Rhode Island state government, including all public and quasi-public agencies, commissions, boards and authorities, and in the classified, unclassified, and non-classified services of state employment. This policy applies in all areas where the state dollar is spent, in employment, public service, grants and financial assistance, and in state licensing and regulation. For further information, contact the Rhode Island Equal Employment Opportunity Office, at 222-3090 or via email raymond.lambert@hr.ri.gov .

Subcontracts are permitted, provided that their use is clearly indicated in the offeror's proposal, and the subcontractor(s) proposed to be used are identified in the proposal.

All proposals should include the vendor's FEIN as evidenced by a W-9, downloadable from the Division of Purchases website at www.purchasing.ri.gov.

ARRA SUPPLEMENTAL TERMS AND CONDITIONS

For contracts and sub-awards funded in whole or in part by the American Recovery and Reinvestment Act of 2009. Pub.L.No. 111-5 and any amendments thereto, such contracts and sub-awards shall be subject to the Supplemental Terms and Conditions for Contracts and Sub-awards Funded in Whole or in Part by the American Recovery and Reinvestment Act of 2009. Pub.L.No. 111-5 and any amendments thereto located on the Division of Purchases website at www.purchasing.ri.gov.

REQUEST for PROPOSALS
DEVELOPING & SUPPORTING EFFECTIVE EARLY CHILDHOOD ASSESSMENT

BACKGROUND/OVERVIEW

This funding notification is to announce the availability of funds for the development and implementation of a variety of professional development (PD) opportunities, with the goal of providing early childhood educators with a solid foundation in developmentally appropriate assessment practices and training trainers to continue implementing the PD opportunities.

In 2011, Rhode Island submitted a successful application for Race to the Top- Early Learning Challenge (RTT-ELC) funds. Rhode Island's RTT-ELC application includes a plan to develop a high-quality PD to support child assessment practices for teachers and administrators who work with infants, toddlers, and preschoolers. The Rhode Island Department of Education (RIDE) is poised to support key investments that will significantly increase the capacity of the State's professional-development system to improve the knowledge and competencies of the early childhood workforce state-wide and ensure that people have the ability to move up a career lattice and receive higher-education credits for their training and education.

The Workforce Knowledge and Competencies (WKC) Framework developed for Rhode Island Teacher and Teacher Assistants includes a domain focused on child assessment, "Observation and Assessment." The sub-categories included in this domain include:

- a. Knowledge of Early Childhood Assessment
- b. Conducting Developmentally Appropriate Authentic Assessments
- c. Conducting Formal Assessments
- d. Practicing Responsible Assessment
- e. Gathering Assessment Information from Multiple Sources Using a Variety of Methods
- f. Documenting Assessment Information
- g. Using Assessment Information in Curriculum Planning
- h. Communicating Assessment Information

The competencies outlined specifically address different purposes for and uses of child-assessment information in classrooms; selecting assessment systems; using approaches that are appropriate for target populations and purposes; using formative child-assessment practices, including using appropriate authentic assessment strategies and planning for ongoing classroom assessment; using child-assessment data to improve instruction in the classroom; and understanding and using standardized child-assessment data.

At a minimum, the PD opportunities related to comprehensive-assessment systems would address the different purposes and uses of child-assessment information at a program level; selecting assessment systems and approaches that are appropriate for target populations and purposes; interpreting and understanding classroom-quality measures and using that information to improve classroom quality; supporting effective, formative child-assessment practices in classrooms; and including using appropriate authentic assessment strategies and planning for ongoing classroom assessment.

Applications will be evaluated on a competitive basis. The Technical Proposal Review Criteria indicate the standards and factors that will be more heavily weighted in the review process.

SCOPE OF WORK

Tasks

The organization which is awarded this contract will efficiently and effectively manage the resources necessary to achieve these assignments. This involves developing and implementing a variety of professional-development opportunities aligned with Rhode Island's Workforce Knowledge and Competencies Frameworks to support improved knowledge and competencies in early childhood assessment for Early Childhood Educators. In addition to providing initial training opportunities, a cadre of trainers will be recruited and trained to continue providing developed PD opportunities to Rhode Island's workforce beyond the completion of the grant.

The selected vendor will work collaboratively with RIDE staff to manage the federal resources to ensure completion of the following tasks and deliverables:

Tasks:

1. Work with RIDE staff to develop a coordinated set of PD opportunities
2. Recruit participants, form training cohorts, and assign trainers
3. Implement and monitor PD opportunities
4. Work with RIDE staff to evaluate and revise training modules
5. Develop train-the-trainer modules; recruit and train cadre of trainers
6. Provide RIDE with required information through narrative and budget reports
7. Provide RIDE with ongoing feedback regarding impact of PD opportunities

Deliverables

<i>Task</i>	<i>Deliverables</i>	<i>Projected Schedule</i>
<i>Task #1</i>	Work with RIDE staff to develop coordinated set of PD opportunities that address core competencies in child assessment	Upon issuance of PO – 2/28/13
<i>Task #2</i>	Recruit participants, form training cohorts, and assign trainers	Upon issuance of PO – 2/28/13
<i>Task #3</i>	Implement and monitor the PD opportunities that address core competencies in child assessment	3/01/13 – 12/31/15
<i>Task #4</i>	Work with RIDE staff to evaluate and revise the training modules as needed, based on feedback	6/01/2013 – 12/31/15
<i>Task #5</i>	Develop train-the-trainer modules. Recruit and train cadre of trainers who will continue to provide developed PD opportunities beyond the completion of the grant	6/01/2013 – 12/31/15
<i>Task #6</i>	Provide RIDE with required information through narrative and budget reports submitted on a monthly and/or quarterly basis and other informational requests, as needed.	Immediately upon execution of contract and ongoing through remainder of contract
<i>Task #7</i>	Provide RIDE with evaluation information as requested, including summaries of training provided, descriptions of participants, and outcomes.	Immediately upon start of training and ongoing through remainder of contract

ADDITIONAL COMPETITIVE FACTORS

The following factors lead to more competitive applications:

- Proven experience supporting diverse communities of practitioners
- Expertise in best practices in child assessment, aligning assessment practices with early learning and development standards, and using assessment to inform instruction
- Expertise in preparing and providing high-quality PD programs for educators, including knowledge and understanding of the use of technology resources to enhance learning opportunities.
- Knowledge of research-based best practices for working with adult learners

TERMS OF THE CONTRACT

The Contract will begin **upon issuance of the state purchase order (estimate March 2013)** and end **December 31, 2015**. The scope of the work may be modified by RIDE prior to beginning work on a given task. Subsequent years' activities are dependent on the availability of funding and may be modified by mutual consent.

RIDE retains the option of granting a time extension of up to **one year** with additional funding if available and if the level of work is expanded by mutual written consent.

COST PROPOSAL/TERMS OF PAYMENT

The contractor must prepare a cost proposal reflecting the hourly rate or other fee structure proposed for this scope of services using the Cost Proposal Forms contained in Appendix A. The total cost of the state contract for Developing & Supporting Effective Early Childhood Assessment is not to exceed **\$308,240.00**, using the budget guidelines provided below. The total for administrative costs may not exceed 10% of the total grant and applicants are encouraged to submit proposals which reflect competitive administrative rates.

PROPOSAL SUBMISSION

Questions concerning this solicitation may be e-mailed to the Division of Purchases at questions@purchasing.ri.gov no later than the date & time listed on the cover sheet of this solicitation. **Send your questions in Microsoft Word format.** Please reference the LOI # on all correspondence. Questions received, if any, will be posted and answered on the Internet as an addendum to this solicitation. It is the responsibility of all interested parties to download this information. For computer technical assistance, call the helpdesk at 401-222-3766 or Lynda.moore@doit.ri.gov.

Proposals (an original plus 4 copies) should include the following:

1. A completed and signed three-page RIVIP Bidder Certification Cover Form, available at www.purchasing.ri.gov.
2. A **separate sealed** Cost Proposal (original plus 4 copies) as described above.
3. A *separate* Technical Proposal (see below) describing the qualifications and background of the applicant and experience with similar programs, as well as the work plan or approach proposed for this requirement.
4. A completed and signed W-9 (taxpayer identification number and certification). Form is downloadable at www.purchasing.ri.gov.

An original plus four (4) copies of the Technical Proposal with one (1) electronic copy and an original plus four (4) copies of the Cost Proposal in a separate sealed envelope with one (1) electronic copy must be either mailed or hand-delivered in a sealed package marked **"RFP #7459227 Develop & Support Effective Early Childhood Assessment"** and received prior to the submission deadline to:

Deliver to: Department of Administration
Office of Purchases
One Capitol Hill
Providence, Rhode Island 02908

NOTE: PROPOSALS RECEIVED AFTER THE ABOVE-REFERENCED DUE DATE AND TIME WILL NOT BE CONSIDERED. PROPOSALS MISDIRECTED TO OTHER STATE LOCATIONS OR THOSE NOT PRESENTED TO THE DIVISION OF PURCHASES BY THE SCHEDULED DUE DATE AND TIME WILL BE DETERMINED TO BE LATE AND WILL NOT BE CONSIDERED. PROPOSALS FAXED, OR E-MAILED, TO THE DIVISION OF PURCHASES WILL NOT BE CONSIDERED. THE OFFICIAL TIME CLOCK IS IN THE RECEPTION AREA OF THE DIVISION OF PURCHASES.

TECHNICAL PROPOSAL REQUIRED ELEMENTS

Assemble your technical proposal as outlined below. The technical proposal may be no longer than 15 single-spaced pages. Margins must be at least 1 inch on all sides.

Comprehensive Early Childhood Assessment Professional Development Opportunities

The professional development opportunities will be developed in collaboration with RIDE staff, in order to ensure that it will be appropriately aligned with Rhode Island's Workforce Knowledge and Competency Framework and other Department of Education assessment initiatives and responsive to participant needs.

Part 1. The professional development opportunities will be developed in collaboration with RIDE staff, in order to ensure that it will be appropriately aligned with Rhode Island's Workforce Knowledge and Competency Framework and other Department of Education assessment initiatives and responsive to participant needs.

Describe your ability to develop and implement a comprehensive early childhood assessment PD system and train-the-trainer module in the state of Rhode Island. Provide information which demonstrates the quality of the PD opportunities you will provide, as well as a timeline for developing, implementing and evaluating the PD program. Details should include, but are not limited to:

- Detailed plan for recruiting participants, with an initial focus on teachers working with high-needs populations
- Methods for differentiating instruction to meet the needs of a diverse workforce with varied levels of competencies around assessment
- How the system will support moving participants from lower- to higher-level competencies
- The ways in which the PD opportunities will address the unique assessment needs of children with disabilities, dual language learners, and very young children (ages 0-3)
- Plan for evaluating and reporting the effectiveness of the PD, whether participants met objectives, and plans for revising the program, based on feedback
- Detailed plan for recruiting and training trainers to implement the PD program
- Resources available to support development and implementation of the PD program

In addition, if you intend to revise or implement any previously developed PD materials, please outline these resources and describe how they will be used.

Part 2. The first year of the grant will focus on the development, in collaboration with RIDE staff, of the PD program, specifically aligned with the WKC Framework – Knowledge of Early Childhood Assessment sub-domain, recruitment of participants who work with high-needs populations. In addition, by the end of the first year, a complete train-the-trainer module should be developed for this assessment sub-domain, and plans should be in place for recruiting and training trainers. Please provide your plan for developing and beginning to implement this component of the work by June 2013.

The second and third year of the grant will include efforts to expand the opportunities from year one to the entire state, developing and offering new opportunities aligned with remaining sub-domains in the WKC Framework and differentiated for different populations (e.g., teachers of children ages 0-3, Family Providers, Administrators, etc.), and recruiting and training trainers to implement PD opportunities.

Experience and Capacity

Describe your background and experience in teacher education and child assessment. Discuss your capacity to develop and provide a comprehensive, research-based program of professional development around the topic of child assessment, including background and qualifications of staff members and similar projects or collaborative efforts in which you have participated.

Community Collaboration

Describe how services and activities will be coordinated with other programs in the same service area that provide PD opportunities around child assessment (e.g. RIELS, Teaching Strategies GOLD, etc.).

Additional Competitive Factors

Address any factors not already addressed which demonstrate the quality of your proposed PD plan and the ways in which the professional workforce will benefit from participation.

TECHNICAL PROPOSAL REVIEW CRITERIA

A technical review team convened by the Rhode Island Department of Education will review each complete application using these criteria:

1. Comprehensive Early Childhood Assessment Professional Development Program (35 points)
2. Experience and Capacity (20 points)
3. Community Collaboration (15 points)
4. Additional Competitive Factors (10 points)
5. Cost Proposal (20 points)

A Selection Committee will evaluate submitted proposals on the basis of the above criteria items. Consultant Teams may be invited to appear before the Committee for in-person presentations. The Committee will then make a qualifications based recommendation for final selection to the Rhode Island State Purchasing Agent, or her designee, who will make the final award decision.

Notwithstanding the above, the State reserves the right not to award this contract or to award on the basis of cost alone, to accept or reject any or all responses, and to award in its best interest.

Responses found to be technically or substantially non-responsive at any point in the evaluation process will be rejected and not considered further. The State reserves the right to reject any or all responses submitted and to waive any informalities in any vendor's submission.

APPENDIX A

BUDGET Multi-Year Projects

The Contractor estimates that its budget for work to be performed under this Agreement is as follows:

<u>Expense Category</u>	<u>Estimated Expenditures</u>		
	Year 1	Year 2	Year 3
1. Salary and Fringe Benefits	0	0	0
2. Consultant	0	0	0
3. In-State Travel	0	0	0
4. Out-of-State Travel	0	0	0
5. Printing	0	0	0
6. Office Expense	0	0	0
7. Telephone	0	0	0
8. Educational Materials	0	0	0
9. Equipment	0	0	0
10. Data Processing	0	0	0
11. Rental	0	0	0
12. Other	0	0	0
13.	0	0	0
14.	0	0	0
15.	0	0	0
16.	0	0	0
Subtotal	0	0	0
Indirect Cost	0	0	0
TOTAL	0	0	0

It is understood and agreed that the amounts indicated above for the several line items are estimates of expenditures to be incurred by the Contractor on behalf of this Agreement and to be claimed by the Contractor for reimbursement under this Agreement. It is further understood and agreed that actual expenditures may vary from the estimates set forth above and that such variations shall not in themselves be cause for disallowance of reimbursement by RIDE; provided, however, that the Contractor shall notify and obtain the approval of the contract officer, in writing, if expenditures to be claimed for reimbursement in any line item above shall begin to vary significantly from the estimate given above; and provided further that unless permission of the contract officer shall have been obtained in advance, no expenditure shall be claimed by the Contractor for reimbursement by RIDE under this Agreement if such expenditure shall have been incurred in a line item category not listed above. Transfer of funds is permitted between Expense Categories (1) (2) and (3) up to 10% or \$25,000, whichever is less; all other transfers require prior written approval by the Department of Education.

BUDGET DETAIL SHEET
FISCAL YEAR _____

SALARY AND FRINGE BENEFIT DETAIL

NAME	POSITION TITLE	NUMBER OF HOURS	TOTAL SALARY \$	FRINGE BENEFITS \$	HOURLY RATE WITH FRINGE BENEFITS \$	SALARY & FRINGE TOTAL \$
TOTAL REQUEST						

DETAIL OF CONSULTANT

NAME	POSITION TITLE	HOURLY RATE \$	NUMBER OF HOURS	TOTAL COST \$
TOTAL REQUEST				\$

EXPLANATION OF OTHER EXPENSES (i.e. travel, printing, office supplies, educational materials, and equipment)

EXPENSE CATEGORY	DESCRIPTION	COST